



POSITION DESCRIPTION

Position Title:	Finance Director
Services Responsible for:	Finance, Payroll
Location:	Dunstan Hospital, Clyde and other locations around the catchment area as required
Reports to:	Chief Executive (CEO)
Direct Operational Reports:	3 staff (Finance, Procurement)
Date:	September 2024

COHSL Vision

To be a lead provider and educator of rural healthcare for our communities.

Our Environment

Central Otago Health Services (COHSL) is a unique community-owned rural health service provider delivering public and private health care to the Central Otago and Upper Clutha areas. COHSL is committed to playing its part in the implementation of the Health Reforms and the delivery of integrated models of care that stretch across the care continuum and reducing rural inequities.

LIVING CENTRAL OTAGO HEALTH SERVICES LTD VALUES

Proactively demonstrate COHSL values in all aspects of the role	<ul style="list-style-type: none"> • Demonstrates behaviours that we want to see from each other, at our best • Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up • Contributes positively to the team and other initiatives that seek to improve patient and whanau experiences and/or staff experience of working
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KINDNESS	EXCELLENCE	TRUST	CONNECTION
Atawhai	Hiranga	Whakawhirinaki	Whanaungatanga

PURPOSE OF ROLE

The post holder is a key driver to building a solid foundation for COHSL’s long-term sustainability; providing financial support services with a clear focus to achieve outcomes that ensure services are both sustainable and resilient.

To provide management accounting, financial management and organisational analytics support and advice to individual services or portfolios of services within Central Otago Health Services Limited (COHSL).

The role also oversees the payroll function.

KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • CEO and Executive Leadership Team (ELT) 	<ul style="list-style-type: none"> • Te Whatu Ora Departments, including commissioning, finance and procurement
<ul style="list-style-type: none"> • COHSL Board of Directors 	<ul style="list-style-type: none"> • Southern's independent rural hospitals
<ul style="list-style-type: none"> • Finance, HR and Procurement Team 	<ul style="list-style-type: none"> • Relevant external contract holders
<ul style="list-style-type: none"> • Building Maintenance Team 	<ul style="list-style-type: none"> • Central Otago Health Incorporated (COHInc)
<ul style="list-style-type: none"> • All COHSL staff and Contractors 	<ul style="list-style-type: none"> • Trade Unions (i.e. NZNO, APEX, PSA, ASMS)
<ul style="list-style-type: none"> • Patient Transport Drivers 	<ul style="list-style-type: none"> • Auditing Agencies
	<ul style="list-style-type: none"> • Funding organisations including Donors

KEY RESULT AREAS:

Key Accountabilities	Examples of Successful Delivery
Management Team Membership	
<ul style="list-style-type: none"> • Contribute constructively to enable a united and aligned Executive Leadership Team (ELT) • Actively role models the team approach and a commitment to alignment and consistency across the services • Openly contributes to the ELT's direction as appropriate • Works collaboratively with other services • Contributes to strategic and operational leadership and planning 	<ul style="list-style-type: none"> • Participates as a key member at the management level. You are confident at preparing and presenting proposals for Board consideration • Report against set KPIs • Achieves key performance targets
Planning, Analysis and Reporting	
<ul style="list-style-type: none"> • Play a lead role in annual and forward planning in regard to budgets, capital expenditure, cash and treasury management, investment and business cases for negotiation • In conjunction with the budget holders in the ELT, prepare and review detailed budgets for approval by Audit and Risk Committee and Board • Contract negotiations with service funders • Advise on the proper allocation of resources • Prepare regular reports to the Board on income, expenditure, forecasts and any variations from budgets • Compilation and analysis of key performance indicators including contractual and activity volumes, statistical data to assist with performance management and forward planning • Develop statutory and regulatory reports for presentation to the Audit and Risk Committee • Prepare applications for funds from potential donor organisations • Arrangement of organisational liability insurance 	<ul style="list-style-type: none"> • Financial planning and modelling is robust, uses appropriate accounting standards and is relevant to public health funding • Monthly financial and management reports are analysed against budgets, working with service managers to develop corrective actions where required. Reports are presented to the ELT, CEO, Audit and Risk Committee and Board • Financial and operational metric analysis is carried out where required to support contract negotiations, funding applications and projects • Material Variations in KPI indicators reported to relevant Managers and support provided in investigations • Ongoing financial modelling and analysis expertise provided to budget holders. Investigations are carried out as necessary • Presentation of organisations annual Liability Insurance proposal to Audit and Risk Committee/Board

Financial Management	
<ul style="list-style-type: none"> • Maintain day-to-day financial control of the service within budget as agreed by the Board • Ensure that all finances are properly administered and monitored • Ensure that appropriate financial regulations and controls are in place and in use at all times • Oversee all transactional activities including Payroll, Staff entitlements, Procurement, Inventory, Accounts receivable, Accounts payable, Donor's ledger, Bank Reconciliations, Taxation (GST) • Ensure income from ACC and other health funders is maximised and collected in timely way 	<ul style="list-style-type: none"> • A documented system of accounting policies and procedures is maintained • Monthly reports to the Executive Leadership Team and the Board and annual financial statements and reports are prepared in a timely fashion • Internet banking is used effectively
Financial Systems and Processes	
<ul style="list-style-type: none"> • Oversee the continuous improvement of accounting and financial processes and the development of the team with the goal to achieve best practices and optimal output • Oversee and maintain accounting policies and procedures to meet both current and future business models • Oversee compliance reporting including NZ statistics annual returns • Oversee the external audit, review, and analyse results and recommend for approval the audited financial statements • Responsible for ensuring the organisation and external auditors have an agreed schedule and timetable for audits • Oversee and maintain the internal review function to ensure that finance controls and policies are complied with. Ensure effective follow-up processes are in place • Ensure systems and processes in place to collect and report organisational activity and statistics to various stakeholders including Te Whatu Ora, MBIE etc. 	<ul style="list-style-type: none"> • Ensures the company is compliant with all financial policies and relevant regulations and ensure filings are completed in a timely manner • Liaises with the external auditor and provides all necessary information to the auditor • Monitors the financial operations of the company for fraudulent activities, maintains documentation as required • All formal reports conform to approved accounting standards and guidelines • Audit timetable and schedule is met • Annual Report timetable and schedule is met
Payroll	
<ul style="list-style-type: none"> • Payroll is currently outsourced with Findex it is important to maintain a good relationship with Findex • Overview of Payroll policies and procedures 	<ul style="list-style-type: none"> • Fortnightly payroll via Findex is carried out in an accurate and timely manner • Payroll system via Findex is maintained in an accurate, timely and efficient manner

Capital Expenditure and Asset Management	
<ul style="list-style-type: none"> • Lead the development and management of the annual capital expenditure programme • Take responsibility to ascertain that the COHInc Asset Register is maintained • Maintain a medium to long-term capital replacement register • Make applications to organisations for donations (e.g. Central Lakes Trust, Otago Community Trust) for capital items • Management of IT equipment assets ensuring hardware is maintained and replaced in a timely manner for the organisation. 	<ul style="list-style-type: none"> • Requirements for equipment and other capital expenses are included in an annual plan that is approved by COHInc • Purchases made in COHInc’s name are ordered, authorised for payment, and entered onto the COHInc Asset register and set-up in conjunction with relevant operational manager • IT equipment is ordered, authorised for payment, and entered onto the COHInc asset register as per agreed process with COHInc and distributed and set-up in the organisation as required.
Human Resources	
<ul style="list-style-type: none"> • Maintain appropriate controls on organisational FTE establishment • Support other members of the Executive Leadership Team participate in Collective Bargaining Rounds • Support the overall Human Resource function 	
Cultural Responsibilities	
<ul style="list-style-type: none"> • Respect, sensitivity, cultural awareness is evident in interpersonal relationships. • Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices 	<ul style="list-style-type: none"> • COHSL’s Te Tiriti o Waitangi obligations are upheld • Respect, sensitivity, cultural awareness is evident in interpersonal relationships.
Other Duties	
<ul style="list-style-type: none"> • Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience 	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness

COMPETENCIES

Organisational Competencies

Patient/Client Focused	Is dedicated to meeting the expectations and requirements of internal and external customers; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Professionalism	Shows courtesy, respect, demonstrates empathy and compassion.
Cultural Diversity	Understands the significance of, and obligations under Te Tiriti o Waitangi. Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Māori and all other cultures.

Role Specific Competencies

Leadership	Provides a clear sense of purpose for staff. Actively seeks to improve others skills and talents through coaching and feedback. Uses strategies to promote team culture, morale and a quality service. Provides senior leadership and management to the services, acts as a role model. Leads by example.
Teamwork and co-operation	Strong team player. Actively promotes a friendly climate, good morale and co-operation. Accepts responsibility for the effectiveness of the team.
Self-Management	Sets high personal standards and strives to achieve goals; is proactive and displays initiative; is resilient to change; demonstrates flexibility and has the ability to work to deadlines to achieve outcome; steadfastly pushes self and others for results.
Organisational Agility	Knowledgeable about how organisations work and how to implement and embed change. Knows how to get things done and understands the culture of organisations and its role in achieving the organisations strategic priorities. Demonstrates organisation and political agility.
Solution Focused	Uses rigorous logic and methods to solve difficult problems with effective solutions; ability to assess and initiate solutions independently. Promotes evidence-based solutions.
Interpersonal Savvy	Relates well to all kinds of people – inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse high-tension situations comfortably. Uses diplomacy and tact.
Quality & Risk Focused	Adheres to the organisational quality and risk framework and associated processes. Ensures appropriate risk management and compliance systems and practices are observed across the Finance team by ensuring quality values are integrated into personal daily practice.
Integrity and Trust	Is widely trusted; is seen as objective with ability to represent multiple disciplines and act along non- partisan lines. Is fair-handed and supports equal and fair treatment and opportunity for all. Is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner, keeps confidences, doesn't misrepresent him/herself for personal gain.

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Tertiary qualifications in accounting with management accounting experience or expertise. 	
Experience	<ul style="list-style-type: none"> Five to seven years financial and management experience, preferably with more than one organisation Experience with a range of accounting software solutions Demonstrated business analysis skills Leadership and senior management experience 	<ul style="list-style-type: none"> Xero accounting system Preparation of organisational Key Performance Indicators Experience in Collective Bargaining with Trade Unions Preparing and presenting Board reports/papers Experience in working in a health environment Experience in working in a small organisation
Knowledge & Skills	<ul style="list-style-type: none"> Outstanding level of verbal and written communication skills Strong negotiating skills Aptitude for problem-solving Excellent ability to positively lead and develop people Excellent spreadsheet and computer skills Be able to recognise and deal with increased stress in self and can cope under pressure An ability to prioritise work, meet deadlines and take responsibility for work plus demonstrate the ability to be flexible and cope with fluctuating work demands Be able to demonstrate cultural safety in the practice setting and able to interact well with other people from a variety of cultural backgrounds Able to provide constructive and timely feedback Current Driving Licence 	
Personal Qualities	<ul style="list-style-type: none"> Has ability to 'work smarter' by being innovative and proactive Active interest in staying current in the accounting profession Attention to detail and a finisher of tasks Positively contributes to workplace culture Commitment and personal accountability Acts with discretion, sensitivity and integrity at all times Is adaptable and flexible – open to change Has initiative and self-motivation with excellent organisational and time management skills Is energetic and able to motivate others Maintains an exceptionally high level of confidentiality, discretion and diplomacy 	

CHANGES TO POSITION DESCRIPTION

From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date